

**BIG BEAR AREA REGIONAL WASTEWATER AGENCY**  
**REGULAR BOARD MEETING MINUTES**  
September 23, 2020

**1. CALL TO ORDER**

A Regular Meeting of the Governing Board of the Big Bear Area Regional Wastewater Agency was called to order by Chair Green at 5:04 p.m. on September 23, 2020. Chair Green confirmed the Governing Board meeting was conducted pursuant to California Government Code Section 54953 and Governor Newsome's Executive Order N-25-20 and N-29-20. No Board Member expressed doubt that the Board Members participating by teleconference were not so.

**BOARD MEMBERS PRESENT**

John Green, Chair  
Jim Miller, Vice Chair  
Karyn Oxandaboure, Secretary  
David Caretto, Director  
Rick Herrick, Director

**STAFF MEMBERS PRESENT**

David Lawrence, General Manager  
Jennifer McCullar, Finance Manager  
John Shimmin, Plant Manager  
Sonja Kawa, Human Resources Coordinator/Accounting Technician  
Bridgette Burton, Management Analyst  
Kim Booth, Administrative Assistant

**OTHERS**

Chris Palmer, Public Affairs Field Coordinator, California Special Districts Association

**2. PLEDGE OF ALLEGIANCE**

Dispensed

**3. APPROVAL OF THE AGENDA**

Upon motion by Secretary Oxandaboure, seconded by Director Caretto and carried, the Governing Board approved the agenda as presented.

Ayes: Green, Miller, Oxandaboure, Caretto, Herrick  
Noes: None  
Absent: None  
Abstain: None

**4. PRESENTATIONS AND INTRODUCTIONS**

**4.A. CSDA 2020 Staff Member of the Year – Sonja Kawa**

Mr. Palmer presented Ms. Kawa with the CSDA 2020 Staff Member of the Year Award. The Governing Board congratulated Ms. Kawa on a job well done.

**5. CONSENT CALENDAR**

- 5.A. Minutes of Regular Meeting on July 22, 2020 and Special Meeting on July 30, 2020**
- 5.B. Monthly Expenses**
- 5.C. Governing Board Member Reimbursement**
- 5.D. Investment Report**
- 5.E. Operations and Connections Report**
- 5.F. Accept as Complete - Oxidation Ditch Shaft Replacement Project**
- 5.G. Resolution No. R. 11-2020, A Resolution of the Governing Board of the Big Bear Area Regional Wastewater Agency Adopting the Annual Statement of Investment Policy**
- 5.H. Carryover Appropriations**

Upon motion by Director Herrick, seconded by Director Caretto and carried, the Governing Board approved the Consent Calendar as presented, with the exception of Items 5.E., 5.F., and 5.H. being removed for further discussion.

Ayes: Green, Miller, Oxandaboure, Caretto, Herrick  
Noes: None  
Absent: None  
Abstain: None

**6. ITEMS REMOVED FROM THE CONSENT CALENDAR**

**5.E. Operations and Connections Report**

Director Herrick questioned the decreased percentage of flow for the City of Big Bear Lake during June, July, and August, which is usually a time where there is an increase in I/I due to rainfall. Mr. Lawrence explained that the volume of flow has not drastically changed. When the other Member Agency flows increase, the percentage will decrease for the City of Big Bear Lake. In the current COVID-19 circumstances, more people are visiting Big Bear and second homeowners are utilizing their homes more, which has led to an increase in flow. Vacation rentals are renting out at an all-time high. Mr. Shimmin will send out flow information from the previous year to the Governing Board as a reference.

**5.F. Accept as Complete - Oxidation Ditch Shaft Replacement Project**

Director Herrick appreciated that this project came in under budget.

**5.H. Carryover Appropriations**

Director Herrick requested clarification on why the total budget for the Oxidation Ditch 1 Rotor 3 Shaft was carried over to the FY 2021 Budget when the project will be under this budgeted amount. Ms. McCullar explained that this project was not completed at year end and as a matter of procedure the total budget is carried over.

Upon motion by Director Herrick, seconded by Vice Chair Miller and carried, the Governing Board approved items 5.E., 5.F., and 5.H. as presented.

Ayes: Green, Miller, Oxandaboure, Caretto, Herrick  
Noes: None  
Absent: None  
Abstain: None

**7. PUBLIC FORUM RESPONSE**

None

**8. PUBLIC FORUM**

No comments

**9. OLD BUSINESS**

None

**10. NEW BUSINESS**

**10.A. 41132 Maryland Road Connection Fee Refund Request – Discussion and Possible Action**

Ms. Burton explained that the property owner demoed the building on the property in 2018 and chose to continue paying their sewer fees on the tax roll rather than being placed on standby status. The City of Big Bear Lake is requesting a connection fee refund of \$4,180.

Upon motion by Vice Chair Miller, seconded by Director Caretto and carried, the Governing Board approved the City of Big Bear Lake connection fee refund request of \$4,180 for 41132 Maryland Road.

Ayes: Green, Miller, Oxandaboure, Caretto, Herrick  
Noes: None  
Absent: None  
Abstain: None

**10.B. Appropriate \$24,000 for the Ground Fault Monitor from the Contingency Fund**

Mr. Lawrence is requesting the Governing Board appropriate \$24,000 for the Ground Fault Monitoring System. The system is not working correctly and is a safety hazard. Discussion ensued between the Governing Board and staff.

Upon motion by Director Caretto, seconded by Vice Chair Miller and carried, the Governing Board approved to appropriate \$24,000 to purchase and install the Ground Fault Monitor from the Contingency Fund.

Ayes: Green, Miller, Oxandaboure, Caretto, Herrick  
Noes: None  
Absent: None  
Abstain: None

**11. INFORMATION/COMMITTEE REPORTS**

**11.A. General Manager's Report**

Mr. Lawrence provided a status update on Replenish Big Bear, the Splitter Box Building, the 24" Line Emergency Repair, the BBARWA Solar Project, and the Headworks Project. Discussion ensued between the Governing Board and staff. Chair Green requested the General Manager's Report be in writing on future agendas.

**12. ADJOURNMENT**

With no further business to come before the Governing Board, Chair Green adjourned the meeting at 5:44 p.m.

ATTEST: *Karyn Oxandaboure*  
Karyn Oxandaboure, Secretary of the Governing Board of the Big Bear Area Regional Wastewater Agency

*Kim Booth*  
Kim Booth, Administrative Assistant  
Big Bear Area Regional Wastewater Agency